

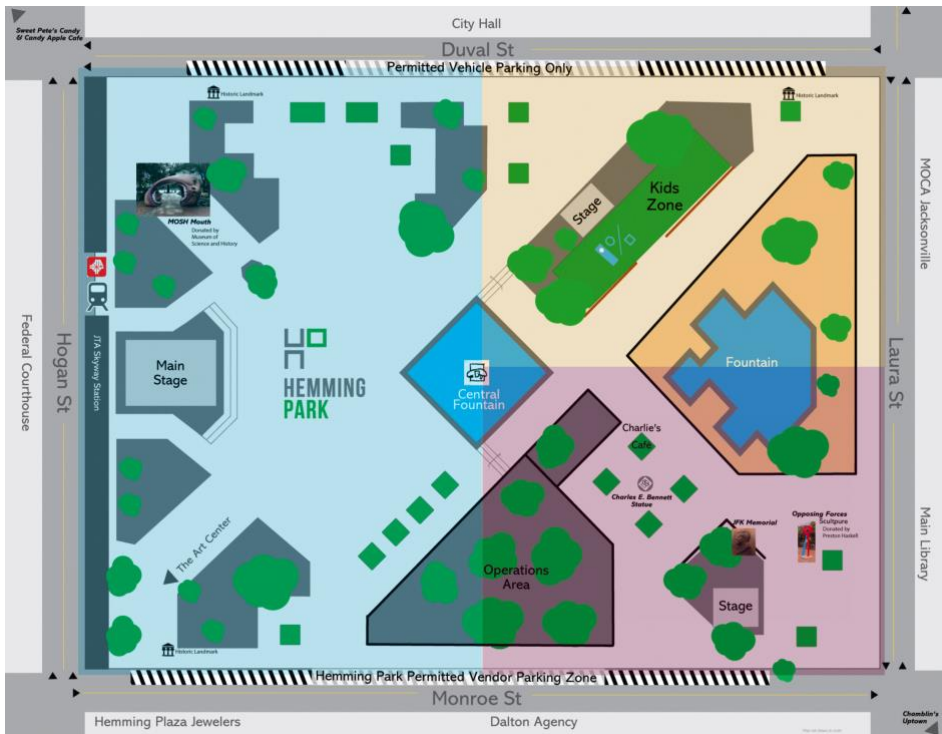


Event reservation guide

All prices are based on a 6-hour rental.

Rental Fees	<u>RATE 1</u>	<u>RATE 2</u>	<u>RATE 3</u>	Non-Profit Rate: 50% discount Requires 501(c)(3) Determination
	Open to the Public Events with: <ul style="list-style-type: none"> • NO sales • NO donations • NO registration fees • NO concessions • NO entry fees • NO admission fees 	Open to the Public Events with: <ul style="list-style-type: none"> • Sales • Registration fees • Concessions • Organizational / sponsor signage 	Closed to the Public	
<u>Rental Areas</u>	<u>Rate 1</u>	<u>Rate 2</u>	<u>Rate 3</u>	
Exclusive (Entire Park)	\$500	\$1000	\$1200	
Charlie's Cafe	\$250	\$500	\$700	
Kids Zone	\$250	\$500	\$700	
Lower Bowl / Main Stage	\$350	\$700	\$1000	

* For events over 6 hours; Rate 1 add \$100 per hour, Rate 2 add \$150 per hour, Rate 3 add \$200 per hour



Hemming park map & rental

EXCLUSIVE

Includes three (3) stages and use of the entire park.
Approx. Square Footage: 65,340 ft (1.5 acres)

CHARLIE'S CAFE

One stage: 14 x 14
Approx. Square Footage: 10,282 ft

KIDS ZONE

One stage: 13 x 13
Approx. Square Footage: 16,500 ft

LOWER BOWL / MAIN STAGE

One stage: 28 x 33

Additional

- Security is required for events held after 7pm, on holidays or weekends, and any time alcohol is served.
- Ambassador - \$25/hour per ambassador (required for events held after 5pm, on holidays or weekends).
- FoHP Security Central Security Agency (\$35 per hour per guard, 4 hour minimum)
- Application Fee
- Garbage Removal
- Street Closure
- COJ Electrician
- Portalets
- Rentals - Rental Inventory can be found on [link]

- Special power needs will be subject to COJ electrician fee.
- Applicant is responsible for notifying FOHP of special power

PERMIT APPLICATION / PROCESSING FEES

- Applications for events may be submitted up to one year in advance of the proposed event date.
 - The Client, Authorized Representatives and/or Co-Promoters must be disclosed in the application.
 - An application fee of \$100.00 must accompany all applications.
 - If the permit application is received less than 3 weeks before the date of the event date, the application fee is \$200.00.
 - Application fees are non-refundable and non-transferable even in the event of cancellation.
 - Once approved, change of event description or date requires a new application and fee.
- Friends of Hemming Park ("FoHP") may decline any application for a permit for any event for any reason or for no reason, in its sole

RESERVATIONS

- The site plan, rental fee, equipment and service fees, and any other fees and/or costs associated with the event (collectively, "Estimated Event Budget") shall be prepared and submitted to the Client for consideration within eight (8) weeks following receipt of application fee.
- All reservations are "rain or shine," meaning that fees will not be refunded, nor will the event be rescheduled, due to inclement weather. Clients are advised to secure weather insurance as an additional method of event protection.

FEES

- Rental fee is based upon activity classification.
- Client is required to rent an area that is adequate for the size of the event audience and required equipment. Should the size of the audience and equipment exceed the capacity of the rental area, additional fees will be assessed for the additional area required to accommodate the audience and equipment.
- The Estimated Event Budget must be approved by Client within 10 business days of issued budget date. Permit will be issued by FoHP within three (10) days after payment in full of all fees. Payment of the "Estimated Event Budget" is due within 10 business days of invoice date. **See terms of payment below.**
- Client acknowledges estimated budget does not always represent the total event cost. Any additions and/or deletions to the Client's estimated event budget will be accounted for in the final settlement in advance of and/or immediately following the event.
- Additional charges will be detailed on a final invoice.
- If approval of the event application occurs within 3 weeks of requested event date(s), Client must submit signed approval

PAYMENTS

- Client must provide FoHP with an authorized credit card to be kept on file at the time of application. Except as otherwise agreed in
- writing between the parties, any and all outstanding rental fees and/or damages to Hemming Park that occur in the course of the event shall be charged to the credit card on file.
- FoHP will accept Visa, MasterCard, Discover, American Express, Check or Money Order made payable to Friends of Hemming Park. Payment of all invoices is due no later than 10 business days of invoice date. Payments made by credit card will be subject to an additional 3% processing fee.
- Payment of the balance of the Estimated Event Budget is due no later than 10 business days prior to the date of the event.
- If payment is made within 10 business days of the event, checks will not be accepted. A payment must be submitted in the form of credit card, money order or cashiers' check.

CANCELLATIO

- All reservations are “rain or shine” meaning they will not be refunded or automatically rescheduled due to inclement weather. Clients are advised to secure weather insurance as an additional method of event protection.
- **Application fees are non-refundable.**
- Cancellations for all events must be received in writing to qualify for a refund.
 - If cancellation occurs **at least 120 days in advance** of the event, FoHP will refund all fees actually received by FoHP in connection with
 - the event, less any actual costs incurred by FoHP.
 - If cancellation occurs **at least 60 days in advance** of the event, FoHP will refund half (50%) of all fees actually received by FoHP in connection with the event, less any actual costs incurred by FoHP.

PERMITS

- Permits will be issued based upon information provided in the submitted application.
- An Event Permit will be issued upon receipt, review and approval by FoHP of the following executed documents:
 - Event Reservation Application
 - Map
 - Insurance Documentation (ie: Certificate of Insurance naming FoHP as a named insured on such policy)
 - Full Payment of the Estimated Event Budget
 - Food Vending Request with details of type of food to be sold
 - Copies of any third-party permits granted by governmental agencies or otherwise
 - Special Event Endorsement Requests* (for Non-Profits)

FoHP reserves the right to decline any permit application for any reason or for no reason, in its sole

- All Hemming Park event-related permits will be issued to Client upon Client’s successful completion of FOHP’s Rental Policies and Procedures
- (including providing FoHP with copies of any other permits addressed in the Special Conditions section necessary for Client’s event) prior to the event.
- The certificate of insurance (see attached sample certificate for details and required language) and additional insured endorsement (which must be signed by the Authorized Insurance Representative) must state the specific date(s) of coverage approved for the event and must be on file at Hemming Park.
- Client is responsible for indemnifying both the **City of Jacksonville and I3-Jax, Inc. d/b/a Friends of Hemming Park** in order to obtain a permit to hold an event at Hemming Park. (See FOHP Insurance Requirements)
- The Client, its Authorized Representatives and Designated Persons in Charge must have all event-related permits in their possession during the event (including load-in and load-out) for on-site event authorization.

A-Frame Signs	complimentary	2
Bistro Sets	complimentary	30
White Folding Chairs	\$2 per chair	85
P.A. System	\$100 for 5 hours	1
White 10 x10 Tent	\$20 per tent	7
6ft Folding Table	\$10 per table	6
Cardboard Trashcan	\$10 per box	
Inflatable Movie Screen w/ Projector	\$50/hour, \$200 minimum	

SPECIAL CONDITIONS

- FoHP may impose additional requirements in its sole discretion, depending upon the nature of the event or to address any concerns that FoHP may have in relation to the event.
- FoHP must approve all merchandise to be sold at the event.
- FoHP reserves the right to require, at the Client’s sole expense, on-site event security.
- Such security coverage must be provided by FoHP’s authorized onsite security personnel or the Jacksonville Sheriff’s Office.
- No outside security personnel, unauthorized by FoHP, can be utilized as on-site security coverage during the event (this restriction does not apply to certified alcohol monitoring personnel required by the Florida Liquor Control Commission).
- FoHP reserves the right to require, at Client’s sole expense:
 - Certified alcohol monitoring personnel
 - Additional load-in charges for over-sized or heavy vehicles
 - Storage fees for items left on-site pre and post event based upon the nature and/or size of item(s) left on-site, in the sole discretion of FoHP.
 - Cleaning or damage assessments imposed as a result of any incidents that occur during the event, or other event impact. Client compliance with portable toilet recommendations issued by United States Services (unitedstatesservices.com)
- Client must inform themselves of, and fully comply with, all City, County and State requirements. All permits and/or inspections are Client’s responsibility to arrange and acquire at Client’s sole expense. Client must provide to FoHP copies of all permits issued by third parties prior to receiving the Hemming Park Event Use Permit. Below are some of the permits and/or inspections that may be required:
 - Vehicle Access Permit/Security/Fire Permits/ Alcohol License
 - Duval County Health Department Permit
- All event-approved vehicles must display, a dated Vehicle Access Permit provided by FoHP prior to the event.
 - Valid Vehicle Access Permits must be displayed in the front windshield of all event-approved vehicles for the duration of the event.
 - FoHP requires that Client provide drip pans to be placed under each approved on-site vehicle to protect the brick surface from engine fluids.
 - No loading-only approved vehicles may remain on-site after event begins.

If you violate any of the above policies and procedures, or any other rules and requirements of Friends of Hemming Park, your permit

RENTAL INVENTORY

Item	Price	Quantity
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SPECIAL EVENTS PRICING FOR HEMMING PARK

\$35.00 Per Hour, Per Officer (4 Hour Minimum)

- Only 1 officer is required for 300 attendees or less
- 1 additional officer is required for 300-500 attendees
- Events expecting 500+ attendees require one additional officer for every 250 attendees
- *(Example: 750 attendees require 3 officers)*

*Officers must be scheduled 1 hour before event begins and for 1 hour after event ends.



ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Name and Address of Insurance Broker	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME:</td> </tr> <tr> <td>PHONE (A/C, No, Ext):</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS:</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER A : YOUR INSURANCE CARRIER</td> </tr> <tr> <td colspan="2">INSURER B :</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER C : SAMPLE ONLY</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER D : NOT VALID FOR COVERAGE</td> </tr> <tr> <td colspan="2">INSURER E :</td> </tr> <tr> <td colspan="2">INSURER F :</td> </tr> <tr> <td colspan="2" style="text-align: right;">NAIC #</td> </tr> </table>	CONTACT NAME:		PHONE (A/C, No, Ext):	FAX (A/C, No):	E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE		INSURER A : YOUR INSURANCE CARRIER		INSURER B :		INSURER C : SAMPLE ONLY		INSURER D : NOT VALID FOR COVERAGE		INSURER E :		INSURER F :		NAIC #	
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INSURED Your Name and Address																							

COVERAGES SAMPLE COPY / SAMPLE COPY / SAMPLE COPY

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			ABC1234567	01/01/2014	12/31/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> ANY AUTO			<div style="border: 2px solid black; padding: 10px;"> <p style="text-align: center;">SAMPLE CERTIFICATE</p> <p>Please note your insurance certificate MUST contain the EXACT WORDING indicated below in the "Description of Operations/Locations/Vehicles/Special Items" section of the certificate or it will not be accepted.</p> <p>Your insurance certificate MUST also display the date of the event you have scheduled and your organization/company name.</p> <p style="text-align: center;">ADDITIONAL INSURANCE REQUIREMENT</p> <p>*** Additional Insured Endorsement MUST be signed by the Authorized Insurance Representative and returned with the Certificate of Insurance***</p> <p>The Certificate of Insurance with the correct language and Additional Insured Endorsement MUST be on file at Friends of Hemming Park before the Event Use Permit will be issued.</p> </div>	COMBINED SINGLE LIMIT (Ea accident) \$		
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS			BODILY INJURY (Per person) \$		
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS			BODILY INJURY (Per accident) \$		
					PROPERTY DAMAGE (Per accident) \$		
					\$		
					EACH OCCURRENCE \$		
					AGGREGATE \$		
					\$		
					WC STATUTORY LIMITS \$		
					OTHER \$		
A	UMBRELLA LIAB						E.L. EACH ACCIDENT \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					E.L. DISEASE - EA EMPLOYEE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> CLAIMS-MADE					E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N		N/A				
	If yes, describe under DESCRIPTION OF OPERATIONS below						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The certificate holder below is an additional insured for a (type of event) at I3-Jax, Inc. d/b/a/ Friends of Hemming Park on (event date) but only as respects to liability arising out of the operations of the named insured. I3-Jax, Inc. d/b/a/ Friends of Hemming Park, the City of Jacksonville and all other governmental bodies having jurisdiction is this area, including their respective commissioners, officers, directors, employees and agents are included as respects to their interest in the name insured event in Hemming Park.

CERTIFICATE HOLDER <p style="text-align: center;">ABC Company, Inc. 123 Downtown Blvd. Your City, YS 12345</p>	CANCELLATION <p style="text-align: center;">SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <hr/> <p style="text-align: center;">AUTHORIZED REPRESENTATIVE</p>
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POLICY NUMBER: YOUR POLICY NUMBER
Effective Date:

COMMERCIAL GENERAL LIABILITY
CG 12 34 56 78

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – STATE OR POLITICAL SUBDIVISIONS – PERMITS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Political Subdivision:

City of Jacksonville and
Friends of Hemming Park
303 N. Laura Street, Suite G5
Jacksonville, FL 32202

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II – Who Is An Insured is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
2. This insurance does not apply to:
 - a. "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
 - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".